Address Book Administration

Address Book Admin enables end users to receive customized phone directories on their phone. An Administrator creates and manages multiple phone directories online and then sends that information over- the-air to program groups of phones on an account. This document provides instructions for Administrators who will create and send templates to Address Book Admin subscribers.

Address Book Admin Requirements

End Users:

To receive templates created by an Administrator, each end user would need a qualifying Nextel Online service plan and security must be enabled on the phone (see *Nextel Online User's Guide* "Starting the Microbrowser" on page 9).

Administrators:

You do not need a phone to be an Address Book Administrator, but you do need to register with Nextel as an Account Administrator. Before you register, determine the level of administration access you need. There are two levels of access:

- Master Account Administrator - Registering as an Administrator for a Master Account allows you to manage all phones on the Master Account and all the accounts associated with the Master Account (typically called Sub-Accounts).
- Sub-Account Administrator - Registering as an Account Administrator for a Sub-Account allows you to manage only to those phones on that particular Sub-Account.

To register as an Account Administrator:

1	From the nextel.com home page on your PC, click **Register with Nextel**.
2	To obtain Account Administrator access, complete the **Member Information**, **Phone Information** (optional), **Account Information**, and **Security Information.** **NOTES:** » **When entering the Last Account Balance total, ensure the figure is obtained from a recently received bill. Entering the account balance from a bill that is almost due or past due may result in an inability to register because a new account balance for the next bill cycle may already be stored in the billing system.** » **Enter the full Account Number as it appears on your bill including any dashes that may appear.** » **Enter the account balance in the following format: 1234.00 (no commas).** » **An Access Code (PIN Code) is not required to use Address Book Administrator.** » **Member Name and Password are case sensitive.**
3	Click on the link contained in your confirmation email to complete the registration process.

Login to Address Book

1	From the **MyNextel** tab on nextel.com select **Address Book**.
2	Enter your Nextel Member Name and Password.
3	Click **Login**.

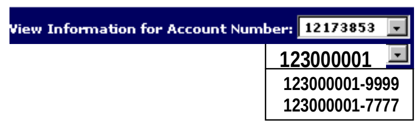
4 If you completed the **Phone Information** during registration, the Address Book main page displays. Click the **Admin** tab to access the Address Book Administrator functions.

NOTE: If you skipped the Phone Information **during registration, when you log in, the Address Book Administrator Account page displays.**

Account Tab

The Account page displays general account and billing information for the account number displayed. Access additional accounts by choosing from the Account Number drop-down box.

The **Account Number drop-down box** lists all accounts for which you are registered to administer. Master Account numbers display left-justified in the drop-down box. Sub-Account numbers display right justified in the drop-down box with the Master Account number preceding it.



The Account page also displays any default templates that were previously created or are currently in use by *plus*-series phones (Phone List templates) and Internet-ready SIM-based phones (Phonebook templates).

NOTES:

» **Default Template:** A template that is automatically assigned to all phones on an account until the Account Administrator specifically assigns an alternate template. For more information, see “Template Preferences” on page 6.

» ***Plus*-series phones:** The *i*500*plus*, *i*550*plus*, *i*700*plus*, *i*1000*plus*, and *i*2000*plus* phone models.

» **Internet-ready SIM-based phones:** The *i*30*sx*, *i*50*sx*, *i*55*sr*, *i*80*s*, *i*85*s*, and *i*90*c* phone models.

Phones Tab

The Phones page displays the phones on the selected account. Administrators of Master Accounts will see the phones associated with the Master Account listed first. Sub-account numbers will follow. Click the Sub-Account link to display the phones associated with that Sub-Account. Sub-Account Administrators will only see those phones associated with the selected Sub-Account.

The default page lists those phones that are able to receive templates. To receive a template, the phone must:

- be a Nextel Internet-ready phone
- subscribe to a qualifying NOL service plan
- enable security by accessing the **Net** Mode or the **Net** option on the phone
- not already have a template assigned to it

Phones that do not meet the above criteria will not be displayed on the default page. To see all phones on your account, click the **Display All Phones** link. Details about the phones listed here include Nextel Phone Number, Private ID Number, Phone Details (on Display All Phones page) and Phone Name. Click on a particular phone number to obtain additional information about that phone.

> **NOTES:**
>
> » **Phone Details:** The phone details column lets you know if the phone is ready to accept a template or if user intervention is required.
>
> » **Phone Name:** The phone name is the name that was stored in the Nextel billing system when the phone was initially activated. The phone name can be updated by calling Nextel Customer Care.

Quick Tip - To send an existing template to an individual phone quickly:

1	From the **Phones** tab, choose the account on which the phone resides from the drop-down box.
2	Click the phone number to which you will send the template. The **Update Phone Information** page displays.
3	On the **Update Phone Information** page, choose the desired template from the **Template Information** drop-down box(es).
4	Check the checkbox if you want to send the template to the phone at this time.
5	Click **Save** to send the template.

Find Phone

To quickly locate a phone on your account:

1	From the Phones tab, click **Find Phone**.
2	Enter the search criteria (Nextel phone number, Private ID, or phone name) for the phone you want to find, then click search.
3	Your search results are displayed in a table.

Templates Tab

The Templates tab displays all the templates created for an account, along with details regarding each template's configuration.

A template is an Account Administrator-defined Phonebook or Phone List that is assigned to a group of phones on your account. Administrators can create Phonebook lists, for SIM-based phones and Speed Dial, Private ID, or Talkgroup lists for *plus*-series phones. Often referred to as a "master list," the template occupies a portion of each phone's Phonebook or Phone List. Only one template (or one template of each type) can be 'active' on a phone at a time.

Important Notes About Templates

Before you create a template, there are a few important notes to consider:

- **You must create separate templates for SIM-based phones and *plus*-series phones.**

  If an account has a combination of SIM-based phones and *plus*-series phones, separate templates must be created for each phone type. This is because of inherent differences in the way the phones store data.

- **Templates for SIM-based phones only apply to available SIM-based phones. Templates for *plus*-series phones only apply to available *plus*-series phones.**

When creating a template for a specific phone type (such as SIM-based phones), only those phones matching the phone type (in this example, SIM-based phones) will appear on the list of phones available to receive the template.

- **Templates occupy a portion of a user's Phonebook or Phone List.**

  When a template is sent to a phone, the Phonebook (for SIM-based phones) or the Phone List (for *plus*-series phones) will contain a combination of personal entries created by the user and template entries created by the Administrator. To avoid the loss of information, individual users should be notified in advance that a template will be sent to their phone, including the number of template entries that will be sent.

  SIM-based phones: Users approaching the 250-entry storage limit may have personal Phonebook information overwritten by template data. Template entries will begin in position 250 and store entries in descending order from 250 to 1.

  NOTE: Neither the Administrator nor the end-user can control the position a Phonebook template occupies.

  ***Plus*-series phones:** Personal information stored within a Phone List template range (defined by the Administrator) will be overwritten by template data. *Plus*-series phone users should be notified which positions a template will occupy on their phone.

  Blank template entries will NOT erase information previously stored on the phone.

- **Phone users can change template data.**

  Phone users can alter template data appearing on their phone by manually reprogramming their Phonebook or Phone Lists. However, the phone user cannot change template entries from the online Address Book. Additionally, when a template is sent to the phone, the manually reprogrammed data will be overwritten.

- **The user does not have to register with nextel.com to receive a template.**

Administering Templates

There are three steps to administering templates:

- Creating a Template
- Entering Template Data
- Assigning the Phones and Sending the Template

Step 1: Creating a Template

1	From the **Admin** navigation bar, click the **Templates** tab.
2	From the **Account Number** drop-down box, select the Account Number for which you will create a template. Click **Add Template**.
3	Choose the type of template you want to create. Select **Phonebook** for SIM-based phones or **Phone Lists** for *plus*-series phones. Click **Continue** and refer to the instructions for "Phonebook Templates" on page 4 or "Phone List Templates" on page 5.

Phonebook Templates

1	Enter the **Template Name** and a **Description** (optional).
2	Check the **Account Default Phonebook Template** box, if desired.
3	If you are a Master Account Administrator, determine if you want to share this template with Sub-Account Administrators (see "Template Preferences" on page 6). Check the box if desired.

4	Click **Save** and proceed to Step 2: Enter Template Data, “Phonebook Templates” on page 5.

Phone List Templates

1	Enter the following: **Template Name**; **Description** (optional); select the **Template Type** (Speed Dial, Private ID or Talkgroup); and select the **Phone List Range** that the template should occupy. **NOTE: The Phone List Range defines the position that the template will occupy on the phone. Administrators may choose any consecutive value between 1-100 for the template to reside. Remember however, the template will overwrite any data previously stored within the template’s range.**
2	Check the **Account Default Phone Lists Template** box if desired.
3	If you are a Master Account Administrator, determine if you want to share this template with Sub-Account Administrators (see “Template Preferences” on page 6). Check the box if desired.
4	Click **Save** and proceed to Step 2: Enter Template Data, “Phone List Templates” on page 5.

Step 2: Enter Template Data

Phonebook Templates

1	The **Edit Template** page displays.
2	Complete the template by entering the **Record Name** and all associated phone numbers.
3	Click **Save**.
4	To add another template entry, click **Add Record**. Repeat the process until all desired entries have been added.
5	When complete, click **Save** to save the template.
6	Proceed to “Step 3: Assign the Phones and Send the Template” on page 6.

Phone List Templates

1	The **Edit Template** screen displays.
2	Complete the template by entering the desired **Nicknames** and **Phone Numbers** into the template form.
3	When complete, click **Save**.
4	Proceed to “Step 3: Assign the Phones and Send the Template” on page 6.

Template Preferences

» **Account Default Template:** Use a default template when a particular template should be sent to most of the phones on your account **and** the phones that will receive the template are also Address Book users. Account default templates are automatically sent to phones when:

- they are not currently assigned to a different template, and
- the user initiates an Address Book data transfer (sends personal Phone Lists or Phonebook entries to their phone).

Default templates are optional; you can leave it on “None Selected” if you choose.

» **Allow Sub-Account Administrator to Assign this Template:** In some instances, Master Account Administrators may choose whether or not to share their template with a Sub-Account Administrator.

- **Share Templates:** Templates may be shared with Sub-Account Administrators who need access to template information created by a Master Account Administrator. When the Master Account Administrator checks the box to allow Sub-Account Administrators to assign the template, all Sub-Account Administrators have “permission” to send that template to phones on the Sub-Accounts. A Sub-Account Administrator cannot change or delete a shared template.

  NOTE: If a template was assigned by a Master Account Administrator, a Sub-Account Administrator cannot remove the phone from that template.

- **Don’t Share Templates:** Conversely, if a Master Account Administrator creates a template of sensitive information, such as senior management phone numbers, the Master Account Administrator may not want to “share” that information with the Sub-Account Administrators. When the Master Account Administrator unchecks the box to allow secondary administrators to assign the template, that template remains accessible to the Master Account Administrators only.

Step 3: Assign the Phones and Send the Template

1	After the template has been saved, the **Template List** displays.
2	Find the template you want to send and click the corresponding **Assign Phones** icon.
3	All phones that are eligible to receive the designated type of template will display. SIM-based phones display for Phonebook Templates and *plus*-series phones display for Phone List Templates.
4	Select the phones that should receive the template by clicking the checkbox in the **Phone#** column.
5	Click **Save**.
6	Click **OK**.
7	The **Send Template to Phones** page displays, listing all phones you have selected to receive the template.
8	Click **Send** to send the template.

Template Notification

After a template is sent to the selected phones, the Address Book Admin subscriber will receive a Net Mail Alert informing them of the data transfer.

- To accept the template, phone users should press under OK.
- To decline the template and prevent the template from being stored, phone users would press under CANCL and then delete the alert from the Alert Inbox.

Working with Templates

Changing Template Assignments

Changing Template Assignments for Multiple Phones

To change the template assignment for a group of phones, the active template must first be removed before a new template can be assigned. The name of the active template is listed next to the phone number on the Assign Phones page.

NOTE: If a template was assigned by a Master Account Administrator, a Sub-Account Administrator cannot remove that template from the phone.

To remove an active template from a group of phones and assign a new template:

1	From the **Templates** tab, locate the active template to be removed.
2	Click the **Assign Phones** icon. All phones that are eligible to receive that template will display. A checkmark appears next to the phone numbers assigned to the active template.
3	To remove the active template, click the box to remove the checkmark from the desired phones. Or, To remove the active template from all the assigned phones, click **Clear All**.
4	When complete, click **Save**.
5	Click **Send** on the **Send Template Page**.
6	To send a new template to a group of phones, click the **Templates** tab and complete the instructions in **Administering Templates** “Step 3: Assign the Phones and Send the Template” on page 6.

NOTE: Removing an active template from a phone does not erase the template entries on the phone or in the online Address Book. Rather, it “unlocks” those positions on the phone and in the online Address Book, which allows the user to enter additional Phonebook/Phone List entries or allows the Administrator to send an alternate template. To erase the template data from the phone, the user should either:

- **manually delete the Phonebook or Phone List entries on the phone (refer to the phone’s User’s Guide for instructions), or**
- **send their Phonebook/Phone List entries from the phone to the online Address Book and then modify the Phonebook/Phone List entries on the Web.**

Changing Template Assignments for a Single Phone

1	From the **Phones** tab, choose the account on which the phone resides from the drop-down box.
2	Click the phone number that will receive a new template. The **Update Phone Information** page displays.
3	On the **Update Phone Information** page, choose the new template from the drop-down box.

4	Click in the corresponding checkbox to send the new template immediately.
5	Click **Save** to send the new template.

Editing Templates & Template Information

Editing Contact Information

1	From the **Templates** page, locate the template you wish to modify and click the corresponding **Edit** icon (represented by a box with a pencil in it).
2	Modify the desired fields. **SIM-based phones:** To edit contact names and numbers, click the appropriate record name to open the contact record. Modify the desired information. ***Plus*-series phones:** Edit the desired contact information within the template form.
3	When complete, click **Save**.
4	You will receive a confirmation message, **Are you sure you want to save these changes?** Click **OK**. You will be returned to the **List Templates** page.

Adding Contacts to an Existing Template

SIM-based phones

1	From the **Templates** page, locate the template you wish to modify and click the corresponding **Edit** icon.
2	Click **Add Record**.
3	Enter the **Record Name** and all associated phone numbers. Click **Save**. Repeat if necessary. (If a Talkgroup is entered, no additional numbers may be entered.)
4	When complete, click **Save** to save the template.

Plus-series phones

1	From the **Templates** page, locate the template you wish to modify and click the corresponding **Range** link.
2	Edit the **Range** boxes to include the number of additional entries needed. Click **Save**. **NOTE: If the range is made smaller, then a warning is displayed indicating that information may be lost.**
3	The **List Templates** page displays. Click the corresponding **Edit** icon.
4	Enter the desired contact information within the template form. When complete, click **Save**.

Deleting Templates

1	From the **List Templates** page, locate the template to be deleted.
2	Click the corresponding **Delete** icon, represented by an ‘X’. The deleted template will be removed from all phones to which it was assigned.

Talkgroups Tab

On the **Talkgroups** tab, you may view the Talkgroups available to your account. You may also view all phones active on a specific Talkgroup. Note that Account Administrators cannot create or modify Talkgroups online. To have your Talkgroups created, contact Nextel Customer Care.